

NOV 16 1989

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5041-102

OPTIONAL FORM 41 (Rev. 7-76)

~~SECRET~~

DDA-2014-89
9 November 1989




MEMORANDUM FOR: Director of Communications
Director of Financial Management
Director of Information Technology
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training and Education

FROM: R. M. Huffstutler
Deputy Director for Administration

SUBJECT: Recommendations from the Overtime Task Force

I have approved the attached six recommendations submitted by the Directorate Overtime Task Force that were briefed during our offsite conference on 30 October 1989. With a concentrated effort, I believe we can achieve the goals which have been established and reverse the trend in our overtime expenditures. To ensure visibility for this important effort, monthly reports on expenditures will be provided directly to you as well as to your representative on the Task Force.

STAT


R. M. Huffstutler

Attachment

25X1


TRY

FILE: 04M-39-AR

~~SECRET~~

SUBJECT: Recommendations from the Overtime Task Force


RECOMMENDATION #1:

That each DA Office pursue as a goal a dollar reduction in over-time costs from 1989 levels as indicated below:*

<u>OFFICE</u>	<u>FY 89 OT</u> <u>Expenditures</u>	<u>% Reduction</u>	<u>1990 Goal</u>
ODDA		15%	
OC		5%	
OFM		15%	
OIT		15%	
OL		5%	
OMS		5%	
OP		15%	
OS		15%	
OTE		15%	
TOTALS			
Budgeted Amount Unfunded			

*Figures may be adjusted when the Security Escort Program is established as an independent contractor operation.

APPROVED:



Deputy Director ~~for~~ Administration

16 Nov 89
Date

STAT

SUBJECT: Recommendations from the Overtime Task Force

RECOMMENDATION #2:

That the DA Overtime Task Force remain in existence throughout Fiscal Year 1990 to provide statistical information and guidance to Offices to assist them in meeting their goals and to provide periodic reports to the Deputy Director for Administration.

APPROVED:

[Redacted Signature]

Deputy Director for Administration

16 Nov 89
Date

STAT

RECOMMENDATION #3:

That the DA Offices incorporate into their management and supervision courses guidance and emphasis on supervisor's responsibilities regarding their management of personnel resources and overtime expenditures.

APPROVED:

[Redacted Signature]

Deputy Director for Administration

16 Nov 89
Date

STAT

SUBJECT: Recommendations from the Overtime Task Force

RECOMMENDATION #4:

That the Office of Logistics identify an upcoming office move scheduled for night time or weekend hours that can be accomplished during regular office hours, accomplish the move, and provide the DA with a statistical analysis of overtime expenditures saved as a result.

APPROVED:

[Redacted Signature]

Deputy Director for Administration

16 Nov 89
Date

STAT

RECOMMENDATION #5:

That the Overtime Task Force conduct a thorough evaluation of the Office of Security memorandum OS 89-3152 entitled "Office of Security Efforts to Reduce Overtime," provide recommendations to the Deputy Director for Administration for proposals to be implemented and track implementation. (Proposal contains bottom line savings of approximately 3.5 million.)

APPROVED:

[Redacted Signature]

Deputy Director for Administration

16 Nov 89
Date


STAT

SUBJECT: Recommendations from the Overtime Task Force

RECOMMENDATION #6:

That the Office of Personnel establish a Security Escort Program as an independent contractor operation with a single rate of pay.

APPROVED:


Deputy Director ~~for~~ Administration

16 Nov 89
Date

STAT

SUBJECT: Recommendations from the Overtime Task Force

ORIG:EXA/DDA

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